



Contractor E-Logs Guide

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INTRODUCTION

In the crowded field of E-logs, it can be difficult to pick the right solution for your business.

Contractor E-logs is designed for mixed fleets.

It not only enables compliance, but also has numerous features that allow users to manage vehicle & equipment maintenance, dispatching, job costing, etc. We are always improving and enhancing the entire feature set to make sure our users have the latest in technology to meet their business needs.

LOGGING IN

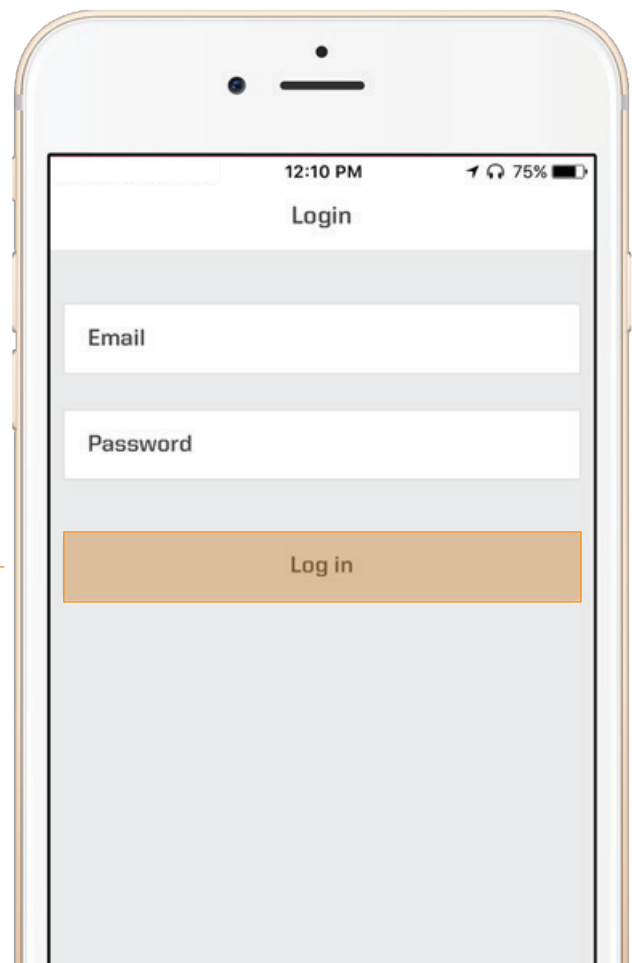
INTRODUCTION

When logging in a user can choose to use their Employee ID. Simply enter the Employee ID into the Email field followed by the password. After all fields are filled in, press the Log In button.

EMAIL LOG IN

To log in with your email, select “Email Login” – then enter email and password.

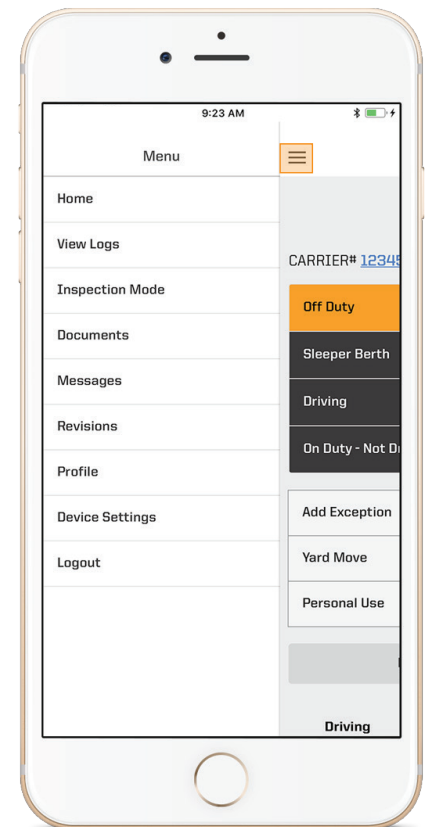
Press Log in when completed



MENU

MENU BUTTON

The menu button contains quick links to all the features in the application. After logging in, a user will see the menu button on the top left of the screen.



Menu expands from button at top left

HOME SCREEN

The home screen allows a user to view and select duty status changes. The carrier number associated with the account, along with the driver name and company will be displayed at the top of the screen. On the right side of the screen a counter will be shown that logs the amount of time a driver has been on the current status. At the bottom of the screen counters will be shown to display **Driving, Shift,** and **Cycle times** left.

HOME SCREEN CONT.

SELECTING DUTY STATUS

A driver can select a duty status from the home screen. A prompt will confirm if a driver wishes to move to the selected duty status.

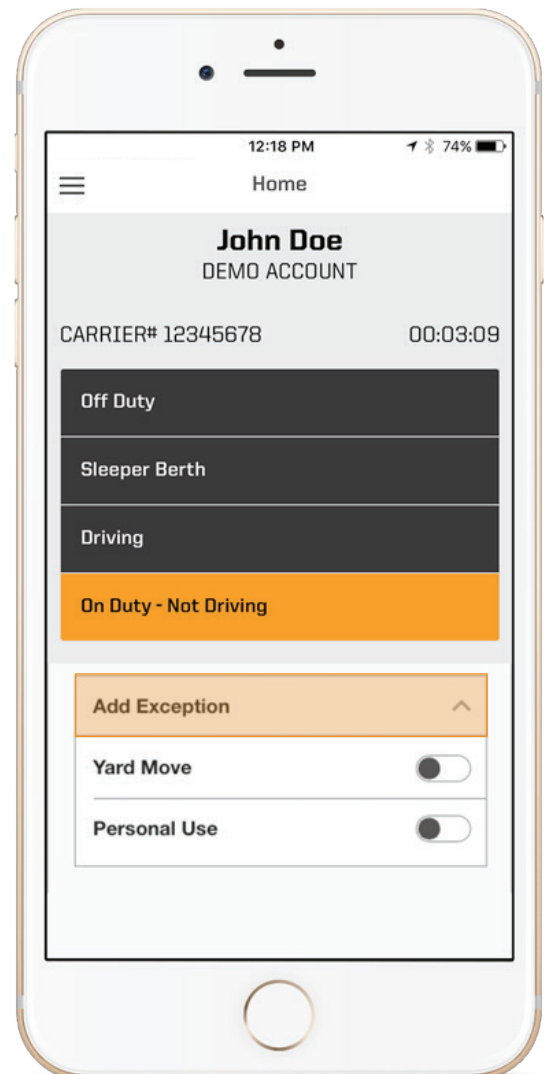
SELECTING EXCEPTIONS

A driver will select the appropriate exception from the main home view.

TIMERS

The timers at the bottom of the screen will display the current HOS status for Driving, Shift and Cycle for the logged in driver.

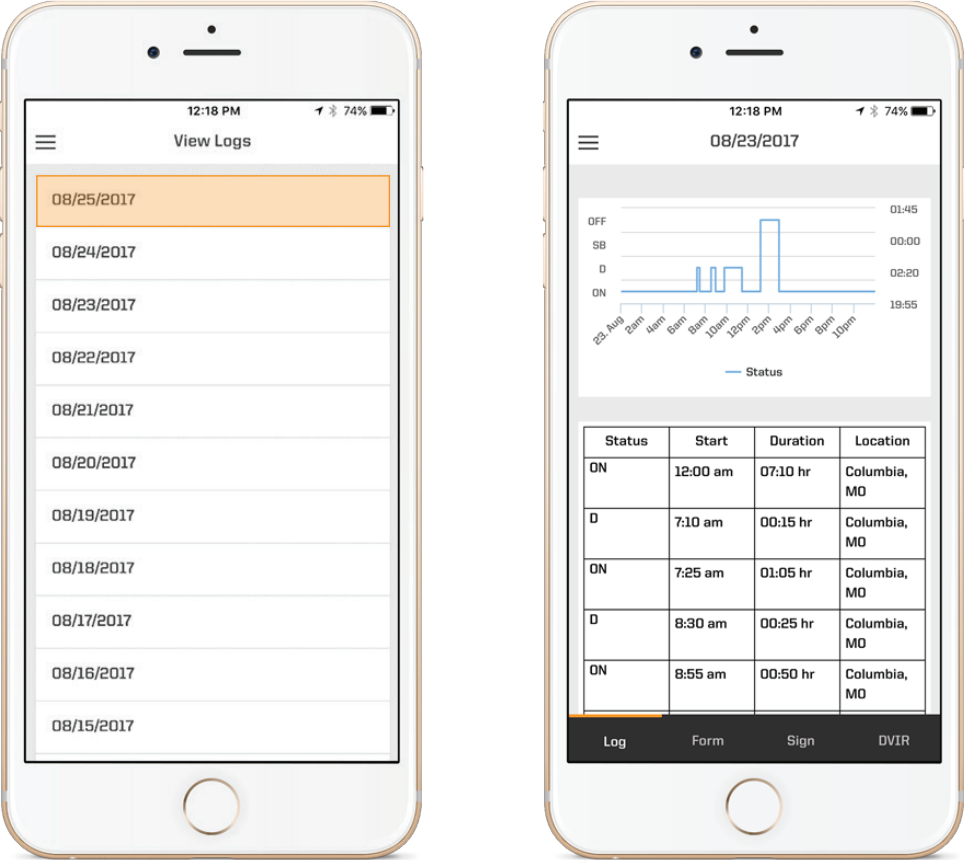
Exception Tab



VIEW LOGS

OVERVIEW

To view the logs, select “View Logs” from the menu. The app will show a list of logs from which a driver may select to view the details.



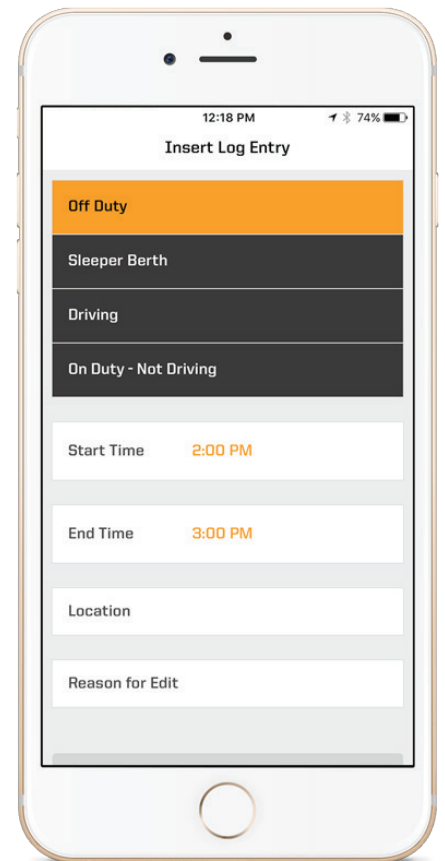
View any of your current/previous logs

VIEW LOGS CONT.

EDIT LOGS

To edit logs, select Edit from the log detail. This will open the edit view, which will allow to enter status changes to edit the log.

It is important to note that an edit to a Driving status will require an exception selected, or it will move that time to Unassigned Driver logs.



VIEW LOGS CONT.

EDIT FORM

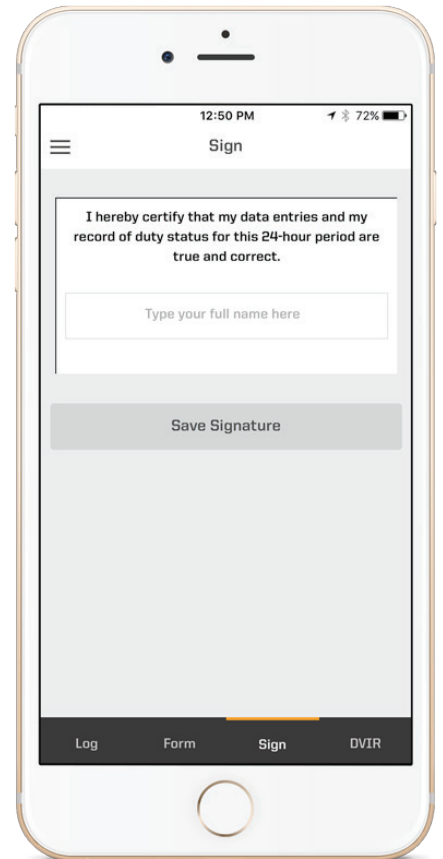
To edit the log form, select the Form button at the bottom of the screen. The form's fields will be displayed. Enter all pertinent information, and select Save Form to save the form to the log.

The image shows a smartphone screen with the 'Form' editing interface. The status bar at the top displays '12:50 PM', signal strength, and 72% battery. The app's title bar shows a hamburger menu icon and the word 'Form'. The form consists of several input fields: 'Vehicles' with a placeholder 'Enter vehicle here', 'Trailers' with a placeholder 'Enter trailer here', 'Shipping Documents', 'Co-Driver', and 'Distance'. Below these fields is a 'Save Form' button. At the bottom of the screen is a dark navigation bar with four buttons: 'Log', 'Form' (which is highlighted with an orange underline), 'Sign', and 'DVIR'.

VIEW LOGS CONT.

CERTIFY LOGS

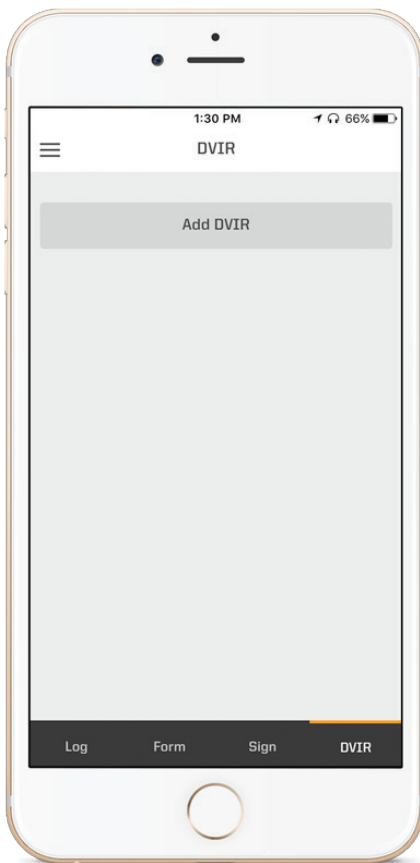
To certify the logs a user must sign & accept the statement above the signature line.



DVIR (DRIVER VEHICLE INSPECTION RECORD)

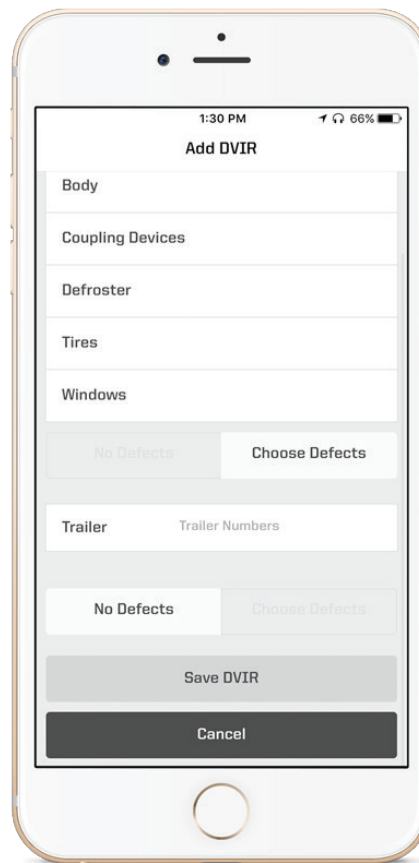
ADD DVIR

To create a DVIR, select the DVIR button at the bottom of the screen. Then select “Add DVIR.”



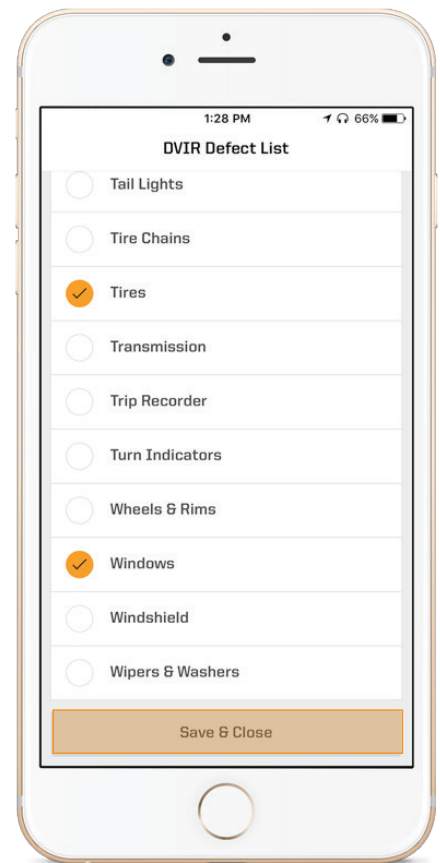
CHOOSE DEFECTS

Select “Choose Defects” for the vehicle and or trailer. If no defects are present, select “No Defects”



SAVE DVIR

Once finished choosing the defects, select “Save & Close” at the bottom of the screen.



Select defects, then press “Save & Close”

INSPECTION MODE

ROADSIDE INSPECTION

To begin a roadside inspection, select Inspection Mode from the menu. Then press “Begin Inspection”. The last 8 days of logs, including the current one, are stored directly on the device.

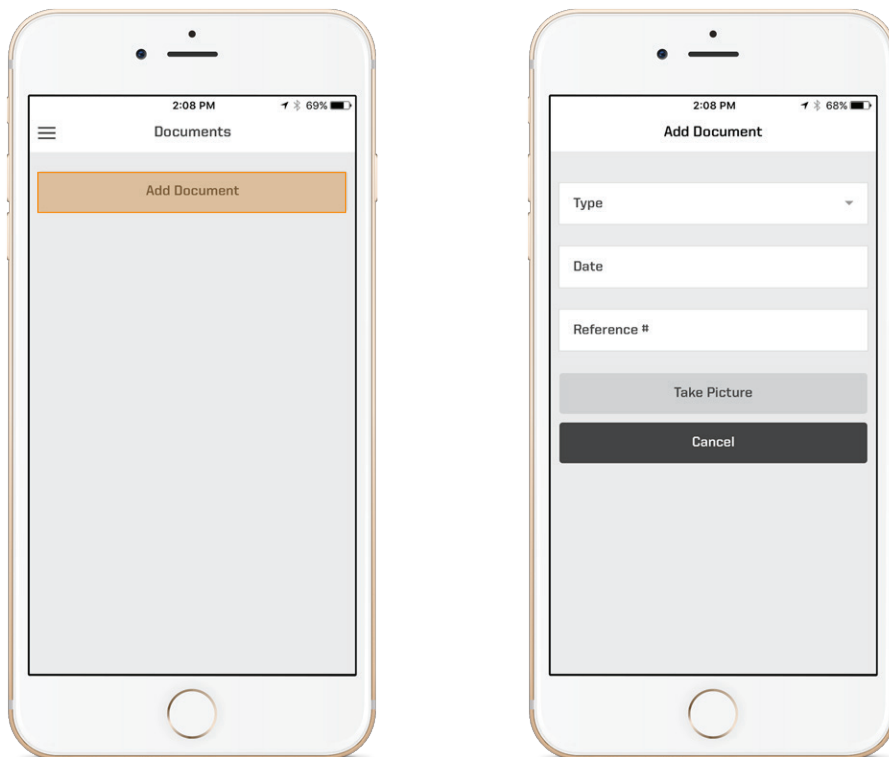


Select “Begin Inspection”

DOCUMENTS

ADD A DOCUMENT

To add a document, select documents from the menu. Press the “Add Document” button. Document types can be Bill of Lading, Fuel Receipt, Accident Photo, Citation, Scale Ticket, and Other.

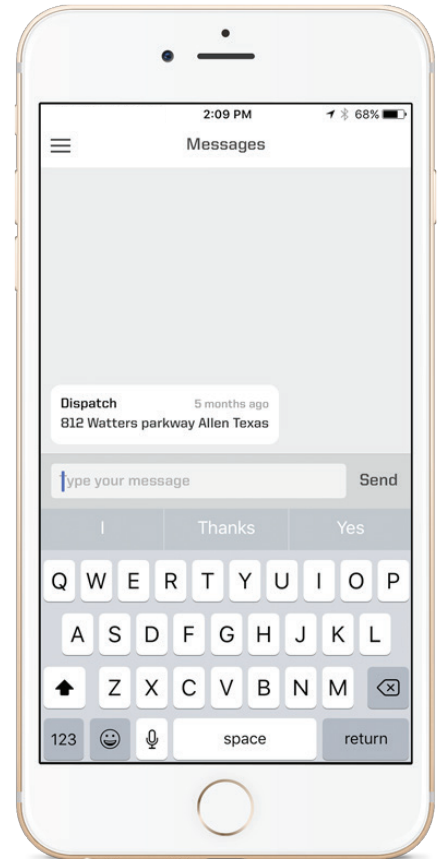


Select “Add Document”

MESSAGES

VIEW MESSAGES

Messages can be sent from the mobile application and web application dispatch. To view messages, select “Messages” from the menu.



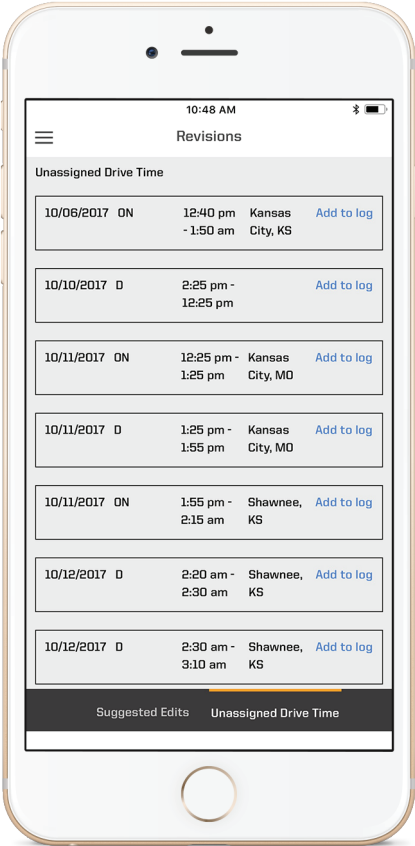
REVISIONS

SUGGESTED EDITS

Edits suggested from an administrator will appear here for the drivers' approval.

UNASSIGNED DRIVE TIME

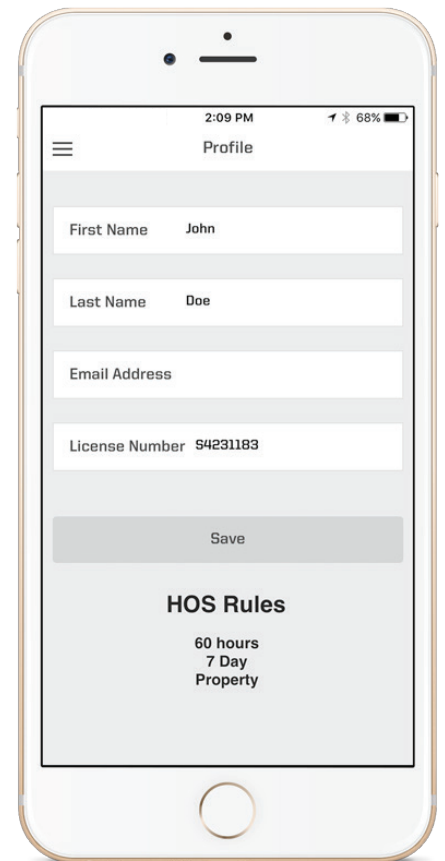
Any unassigned drive time will appear here for review.



PROFILE

ACCESS YOUR PROFILE

Select Profile from the menu and view/update profile settings.



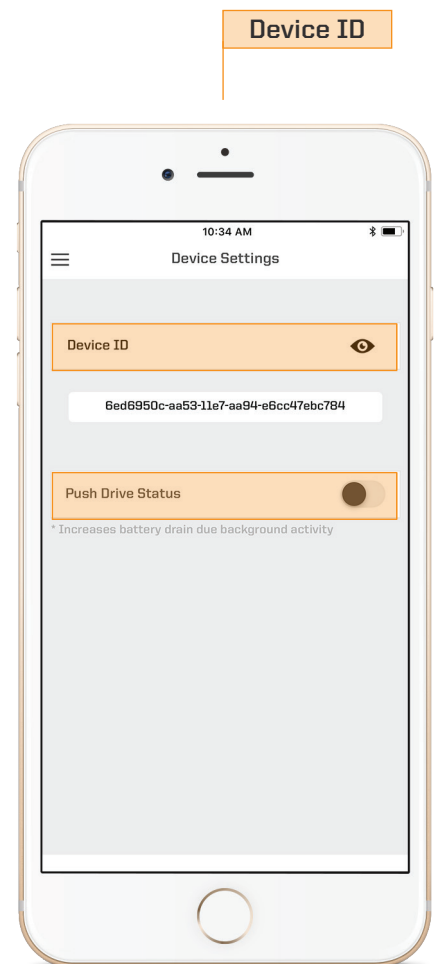
DEVICE SETTINGS

DEVICE ID

Displays your device's unique identifier.

PUSH DRIVE STATUS

Enables device GPS to sync with assets based on location.



DATA TRANSFER

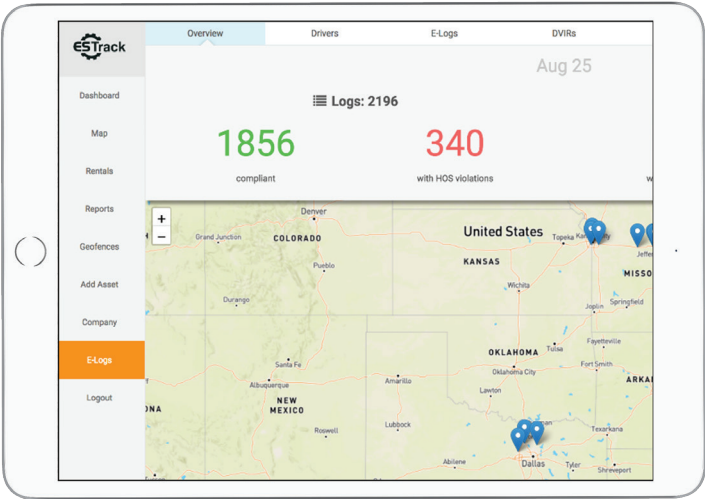
According to the ELD rule technical specifications, an ELD must electronically transfer data to an authorized safety official on demand via wireless Web services and email. To start a transfer, select “**Inspection Mode**” from the menu. Choose “**Begin Inspection,**” then select “**Send Logs.**” The driver will be prompted to enter an email to send the current and last 8 days’ logs. If an internet connection cannot be established, select “Begin Inspection” and pass the tablet to the safety official.

ADMINISTRATOR

OVERVIEW

Within the web application there is an overview showing the status of drivers and logs.

Overview Selected



E-LOGS

By selecting E-Logs the administrator can see all logs in date order with the errors or violations.

E-Logs Selected

ESTrack

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ADMINISTRATOR CONT.

DRIVER TAB

From the Driver tab an administrator can add drivers, edit driver settings, and view current duty status of each driver.

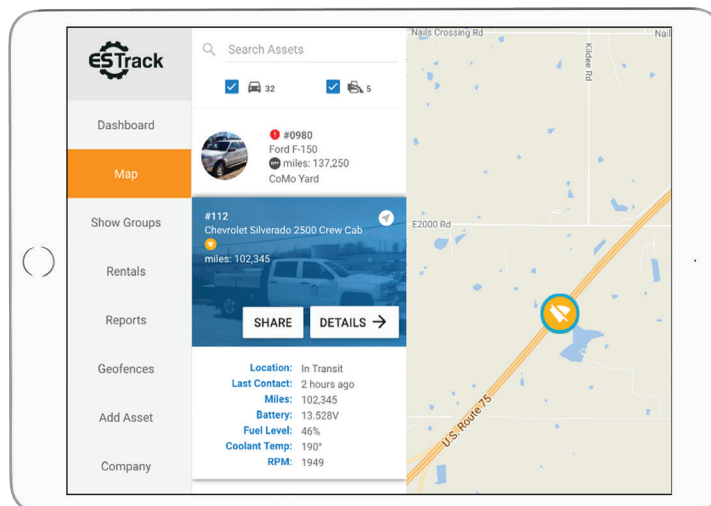
Drivers Tab Selected



Overview	Drivers	E-Logs	DVRs	Documents
+ Add a driver				
Q Search				
Status	Name	ID	Cycle	Shift
OFF	Pedro Molina	pedro.molina@estrack.com	168:00:00	14:00:00
OFF	Alex Whitstitt	alex.whitstitt@estrack.com	168:00:00	14:00:00
ON	John Doe		154:15:00	12:05:00
OFF	Chaveen Shushi	chaveen@equipmentshare.com	168:00:00	14:00:00
OFF	Joe Smith	demo.driver@equipmentshare.com	168:00:00	14:00:00
ON	Jon R. Welker	7777	151:20:00	08:10:00
OFF	Nathan G	7911	147:10:00	14:00:00
OFF	Matthew Cummings	12122	151:35:00	14:00:00
OFF	Jerry Lasley	jerry@equipmentshare.com	168:00:00	14:00:00
OFF	Russ Ormrod	russ.ormrod@estrack.com	168:00:00	14:00:00
OFF	Sven Goye	4444	163:40:00	14:00:00
OFF	Don Booker	don.booker@estrack.com	168:00:00	14:00:00
OFF	Charlie Day	8888	147:05:00	14:00:00
OFF	Ben Wilson	ben.wilson@equipmentshare.com	168:00:00	14:00:00
OFF	Ian McLeod	ian@equipmentshare.com	168:00:00	14:00:00

SYNC ERROR

If the truck ELD is experiencing a sync error it will display on the map as “out of lock” with the icon in the image on the right. The logs will be uploaded correctly as soon as connection is reestablished. In the case of a sync error the driver should start to keep paper logs until the connection is restored.



Out of lock icon

MALFUNCTIONS

Malfunctions will be displayed in a visible banner at the top of the app.

POWER

There is a power issue with the hardware. It is possible that the device is not connected.

TIMING

There is a discrepancy in timing between the devices and the vehicle.

ENGINE SYNCHRONIZATION

The mobile device has lost connectivity to the MC4 vehicle device for over 30 minutes.

POSITIONING

The GPS connection has been lost for 60 minutes or more.

DATA RECORDING

The device cannot retrieve recorded logs.

MALFUNCTIONS CONT.

In the event of any malfunction follow these procedures.

1.

Identify if manual entries can be entered into the tablet interface. If so, then enter each duty change & location (if applicable) into the tablet interface.

2.

If the tablet is inaccessible then keep RODS on an approved paper form for the duration of the malfunction.

3.

In all malfunction events, notify your carrier within 24 hours in writing.



CONTACT

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(833)-ES-Track

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